

MINUTES
MISSION BEND MUNICIPAL UTILITY DISTRICT NO. 1

April 21, 2025

The Board of Directors (the "Board") of Mission Bend Municipal Utility District No. 1 (the "District") met in regular session, open to the public, on the 21st day of April, 2025, at the Chelford City Regional Wastewater Treatment Facility, 15027 Alief-Clodine Road, Houston, Texas, outside the boundaries of the District, and the roll was called of the members of the Board:

Deborah B. Cupples	President
Kay Haynie	Vice President
Carol McDonald	Secretary
Mike Alderfer	Assistant Vice President
Carl S. Roecker	Assistant Secretary

and all of said persons were present, thus constituting a quorum.

Also present at the meeting were Angelica Tapia of the San Miguel Civic homeowners association; Mary Ann Mihills of Municipal Accounts & Consulting, L.P. ("MAC"); Carlous Smith of Si Environmental, LLC ("Si"); Cameron Brown of Assessments of the Southwest, Inc. ("ASW"); Jolie Craft of Vogler & Spencer Engineering, Inc. ("Vogler"); and Audrey Biscoe and Kerri Houck of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENTS

Director Cupples offered any members of the public attending the meeting the opportunity to make public comment. There being no members of the public requesting to make public comment, Director Cupples moved to the next agenda item.

MINUTES

The Board considered approving the minutes of the March 17, 2025, regular meeting and the minutes of the March 3, 2025, special meeting. Director Cupples noted a change to the March 17, 2025, regular minutes. After review and discussion, Director Roecker moved to approve the minutes, as discussed. Director Alderfer seconded the motion, which passed unanimously.

REVIEW WEBSITE PROPOSALS AND AUTHORIZE APPROPRIATE ACTION

The Board discussed the potential need for a District website and reviewed proposals from Off Cinco and Touchstone. Discussion ensued, and the Board concurred to discuss this further at the next meeting.

RENEWAL OF DISTRICT'S INSURANCE POLICIES

Ms. Briscoe stated that the District's insurance policies with McDonald & Wessendorff Insurance ("McDonald") will expire on June 19, 2025. The Board reviewed a renewal proposal from McDonald with a proposed premium of \$19,619.00. Following review and discussion, Director Alderfer moved to accept the renewal proposal for the District's insurance from McDonald and direct that the proposal be filed appropriately and retained in the District's official records. Director McDonald seconded the motion, which passed unanimously.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Mihills distributed and reviewed the bookkeeper's report, including a summary of investments and list of checks presented for approval, a copy of which is attached. After review and discussion, Director Haynie moved to approve the bookkeeper's report, the summary of investments, and payment of the bills. Director Alderfer seconded the motion, which passed unanimously.

TAX ASSESSEMENT AND COLLECTION MATTERS

Mr. Brown distributed and reviewed the tax assessor/collector's report, including the delinquent tax roll, a copy of which is attached. He stated that 93.98% of the 2024 taxes had been collected as of March 31, 2025. Following review and discussion, Director Roecker moved to approve the tax assessor/collector's report and payment of the tax bills. Director Haynie seconded the motion, which passed unanimously.

OPERATION OF DISTRICT FACILITIES

Mr. Smith presented the operator's report, a copy of which is attached, and reviewed general maintenance and repairs that have occurred since the last meeting. He also reviewed the Integrated Water System report, which is included in the operator's report. Mr. Smith reported water accountability for last month was 92.54%.

Mr. Smith reviewed a collection report and recommended turning over nineteen accounts to a collections agency.

Mr. Smith presented and reviewed the annual report on the District's Identity Theft Prevention Program. Mr. Smith stated that the annual report indicates no significant incidents of identity theft detection and recommended no changes to the program at this time.

After review and discussion, Director Haynie moved to (1) approve the operator's report; and (2) authorize Si to turn over the nineteen accounts in the amount of \$2,316.69 to a collections agency. Director Alderfer seconded the motion, which passed unanimously.

HEARING ON TERMINATION OF WATER SERVICE

Mr. Smith presented to the Board a list of delinquent customers and reported the residents on the termination list were delinquent in payment of their water and sewer bills and were given written notification, in accordance with the District's Rate Order, prior to the meeting of the opportunity to appear before the Board to explain, contest, or correct the utility service bill and to show reason why utility service should not be terminated for the reason of non-payment. Following review and discussion, Director Haynie moved to authorize termination of delinquent accounts in accordance with the District's Rate Order and direct that the delinquent customer list be filed appropriately and retained in the District's official records. Director Alderfer seconded the motion, which passed unanimously.

ENGINEER'S REPORT

Ms. Craft distributed and reviewed the engineer's report, a copy of which is attached. She updated the Board regarding development in the District and reviewed repairs and maintenance of District facilities since the last meeting.

Ms. Craft updated the Board on the District's capital improvement projects.

Ms. Craft updated the Board on the generator addition at Water Plant No. 2 and recommended approval of Pay Application No. 12 and Final in the amount of \$30,132.15 payable to McDonald Municipal and Industrial. She then presented a certificate of completion and recommended the Board accept the project.

Ms. Craft updated the Board on the electrical upgrades at Water Plant No. 1 and No. 2 and recommended approval of Pay Application No. 5 in the amount of \$117,265.10 payable to McDonald Municipal and Industrial. Ms. Craft then recommended approval of Change Order No. 2 to the contract with McDonald Municipal and Industrial to increase it in the amount of \$2,200.00. The Board determined that Change Order No. 2 is beneficial to the District.

Ms. Craft discussed replacement of the fencing at Water Plant No. 2 and stated that the contractor can replace 144 linear feet with chain link fencing for no additional cost or can provide a quote to replace the fencing with a new concrete fence. Following discussion, the Board concurred to receive quotes for a concrete fence for comparison.

Ms. Craft updated the Board on the sanitary sewer rehabilitation.

Ms. Craft then updated the Board on the plans for the chloramine conversion at Water Plant No. 1 and No. 2 and stated that bids have been received. Ms. Craft recommended that the Board award the contract to the lowest qualified bidder, W.W. Payton Corporation in the amount of \$1,290,000.00. The Board concurred that, in its

judgment, W.W. Payton Corporation was a responsible bidder who would be most advantageous to the District and would result in the best and most economical completion of the project.

Ms. Craft updated the Board on requests for service in the District and stated that a request was received from a developer of a multi-family complex. She recommended requiring the developer to sign a utility commitment letter.

Ms. Craft updated the Board on the following matters, none of which required any action by the Board: (1) the Mission Bend Integrated Water System; (2) Chelford City Regional Wastewater Treatment Plant ("CCRWTP") operations; and (3) the GIS system. Additional details regarding each matter are included in the engineer's report.

Ms. Craft discussed the cash call requested by CCRWTP and noted that the District's pro rata share is \$391,634.50.

Following review and discussion and based on the engineer's recommendation, Director McDonald moved to (1) approve the engineer's report; (2) approve Pay Application No. 12 and Final in the amount of \$30,132.15 for the generator addition at Water Plant No. 2 and to accept the project; (3) approve Pay Application No. 5 in the amount of \$117,265.10 for the electrical upgrades at Water Plant No. 1 and No. 2; (4) approve Change Order No. 2 as an increase to the contract with McDonald Municipal and Industrial in the amount of \$2,200.00 for the electrical upgrades at Water Plant No. 1 and No. 2, based upon the Board's finding that the Change Order is beneficial to the District; and (5) award the contract for the chloramine conversion at Water Plant No. 1 and No. 2 to W.W. Payton Corporation in the amount of \$1,290,000.00, based upon the engineer's recommendation and subject to receipt of the payment and performance bonds and review of the certificate of insurance and endorsements, if any, provided by the contractor. Director Haymie seconded the motion, which passed unanimously.

PHASE II SMALL MS4 GENERAL PERMIT AND STORM MANAGEMENT PLAN

There was no update on this item.

REPORTS FROM DIRECTORS AND DISTRICT CONSULTANTS

There were no additional reports.

The Board noted its next regular meeting date will be May 19, 2025, at 6:00 p.m. at the Chelford City Regional Wastewater Treatment Facility. There being no further business to come before the Board, the meeting was adjourned.



(SEAL)

Carol McDonald

Secretary, Board of Directors

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